

FIG. 1A

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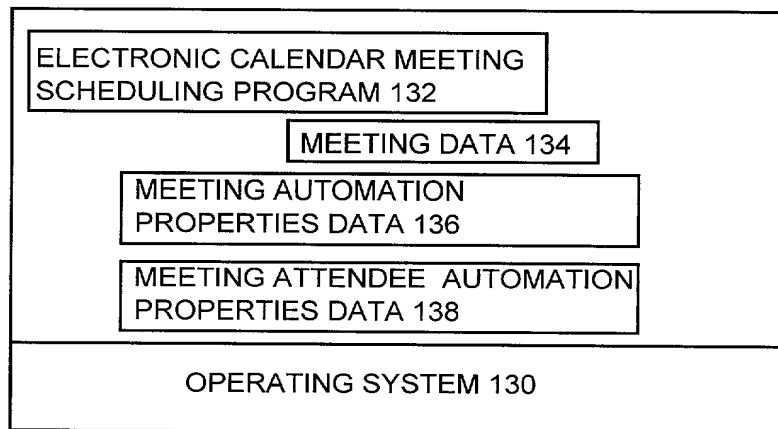


FIG. 1B

FIG. 2

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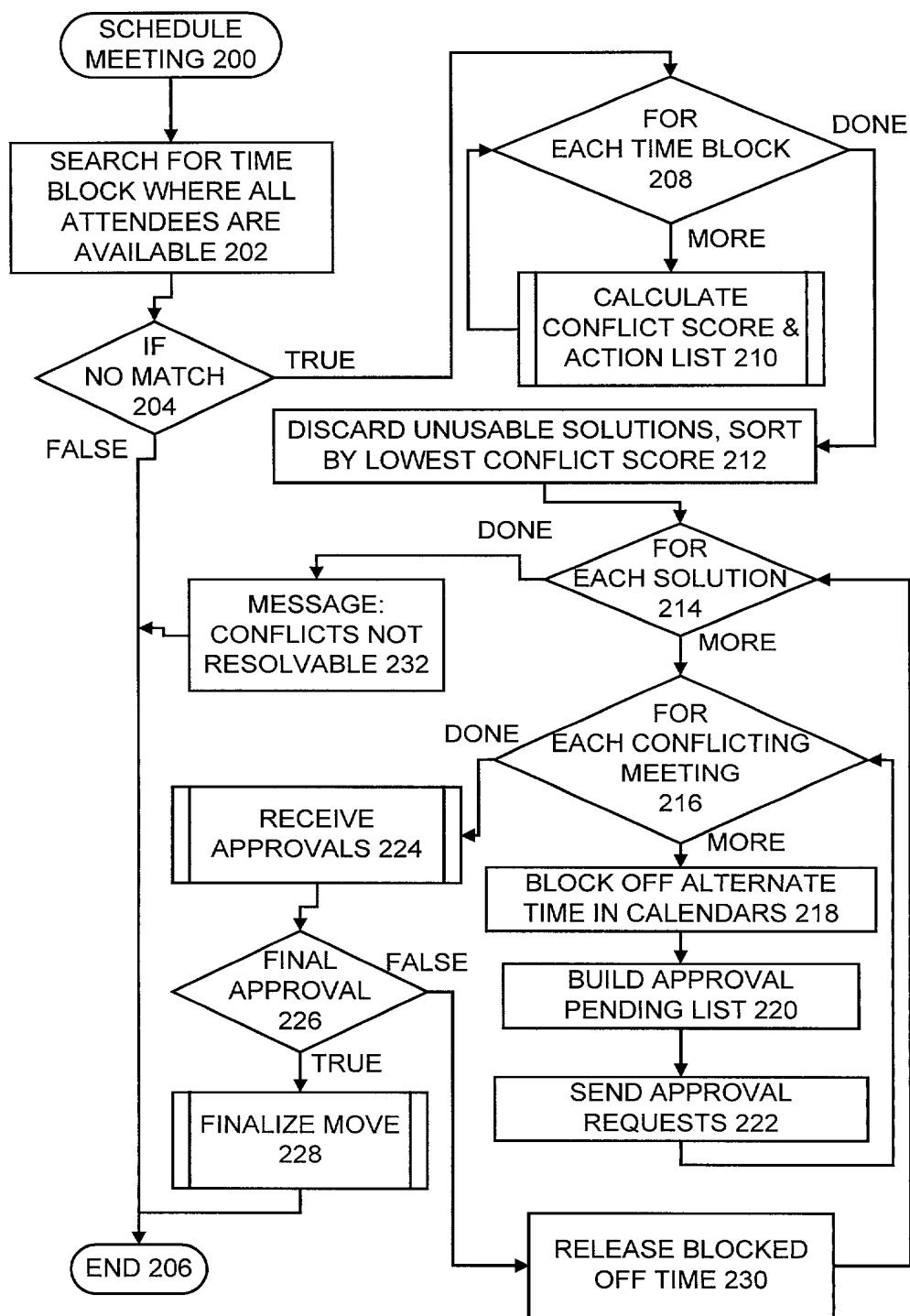
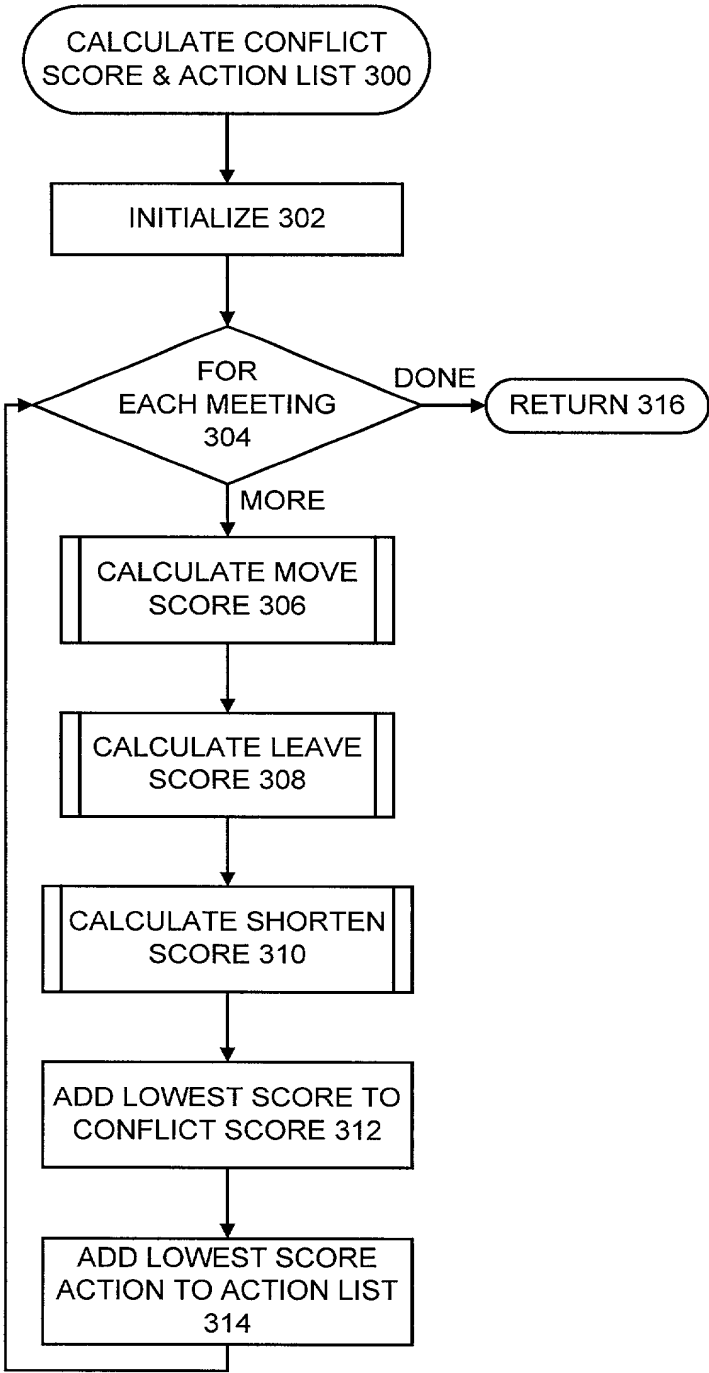


FIG. 3



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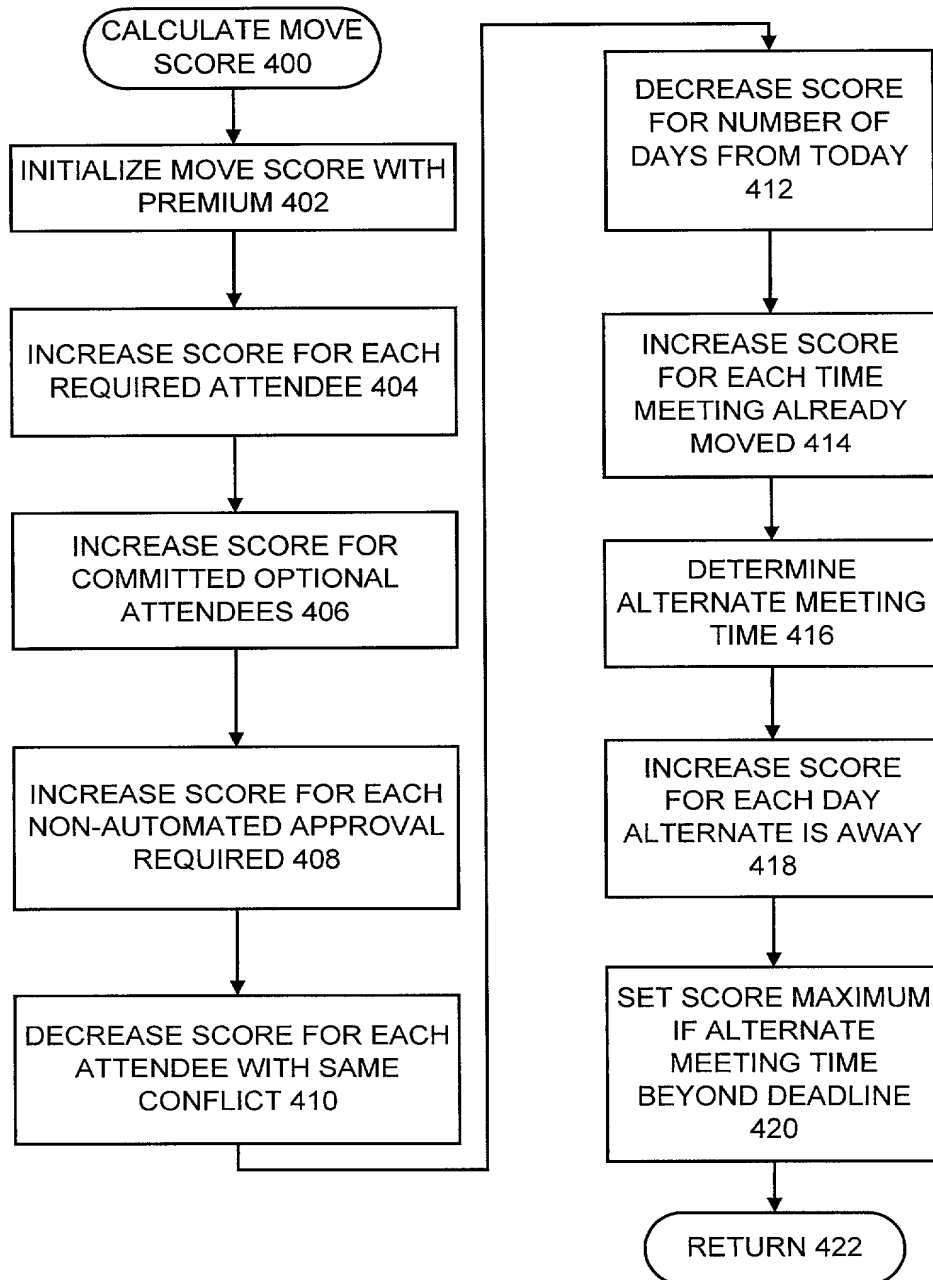
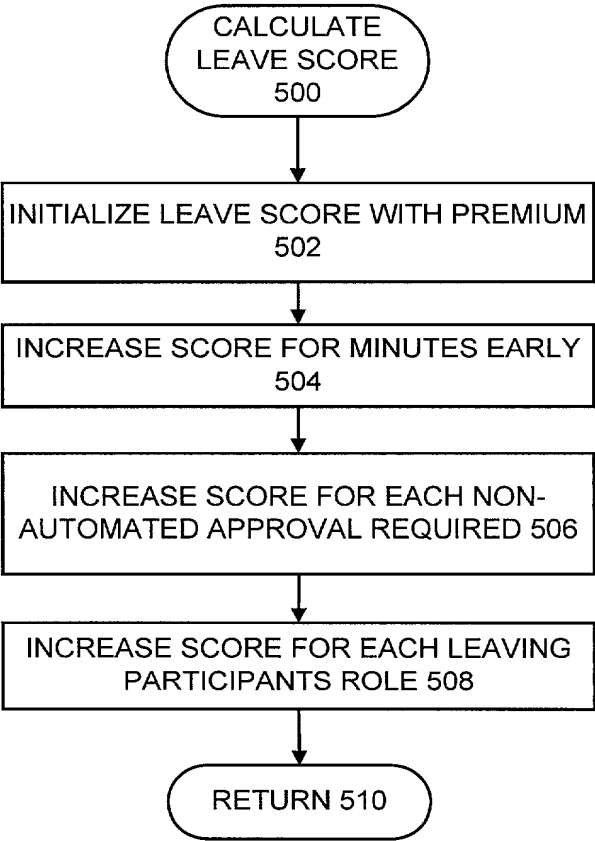
FIG. 4

FIG. 5



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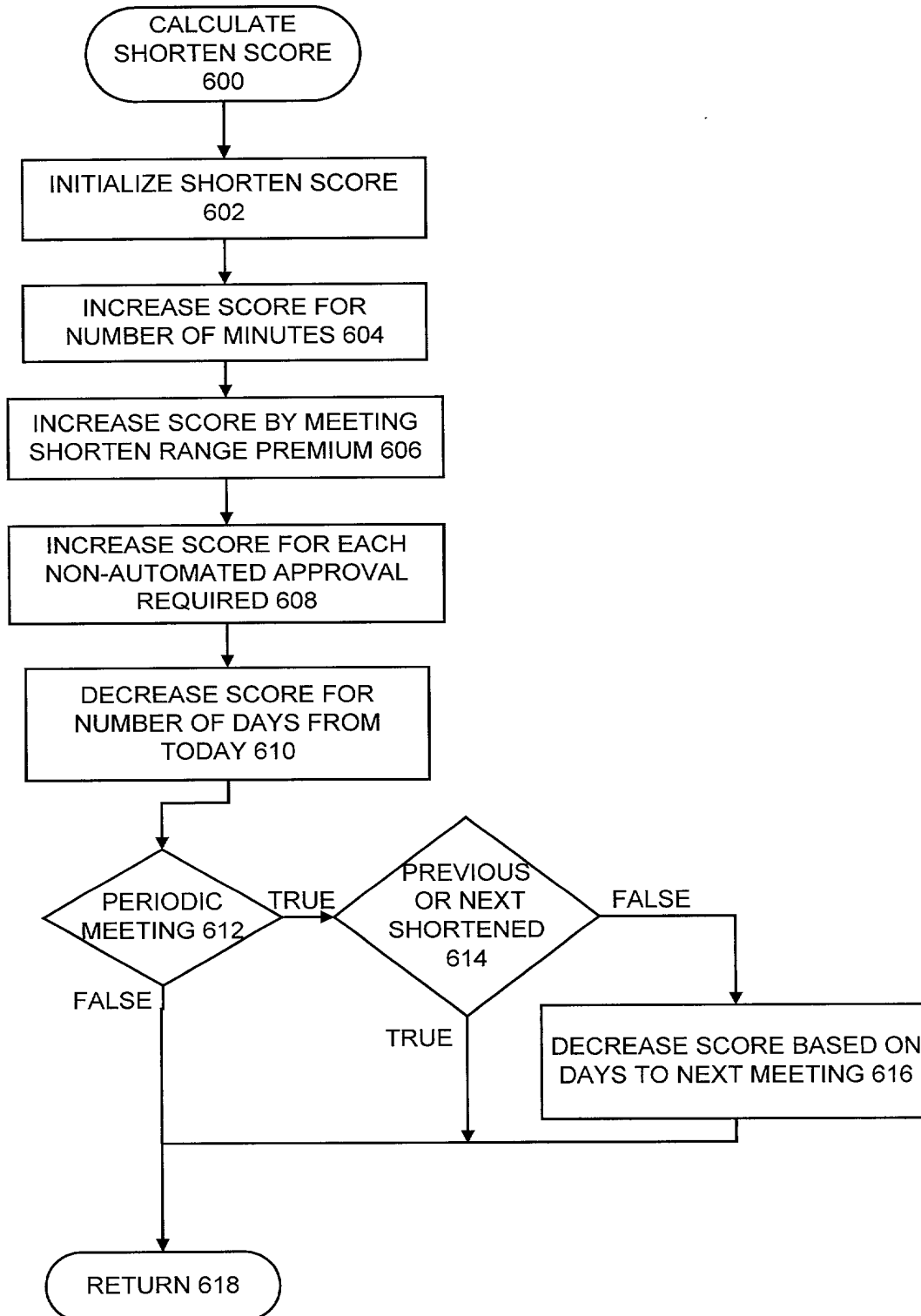
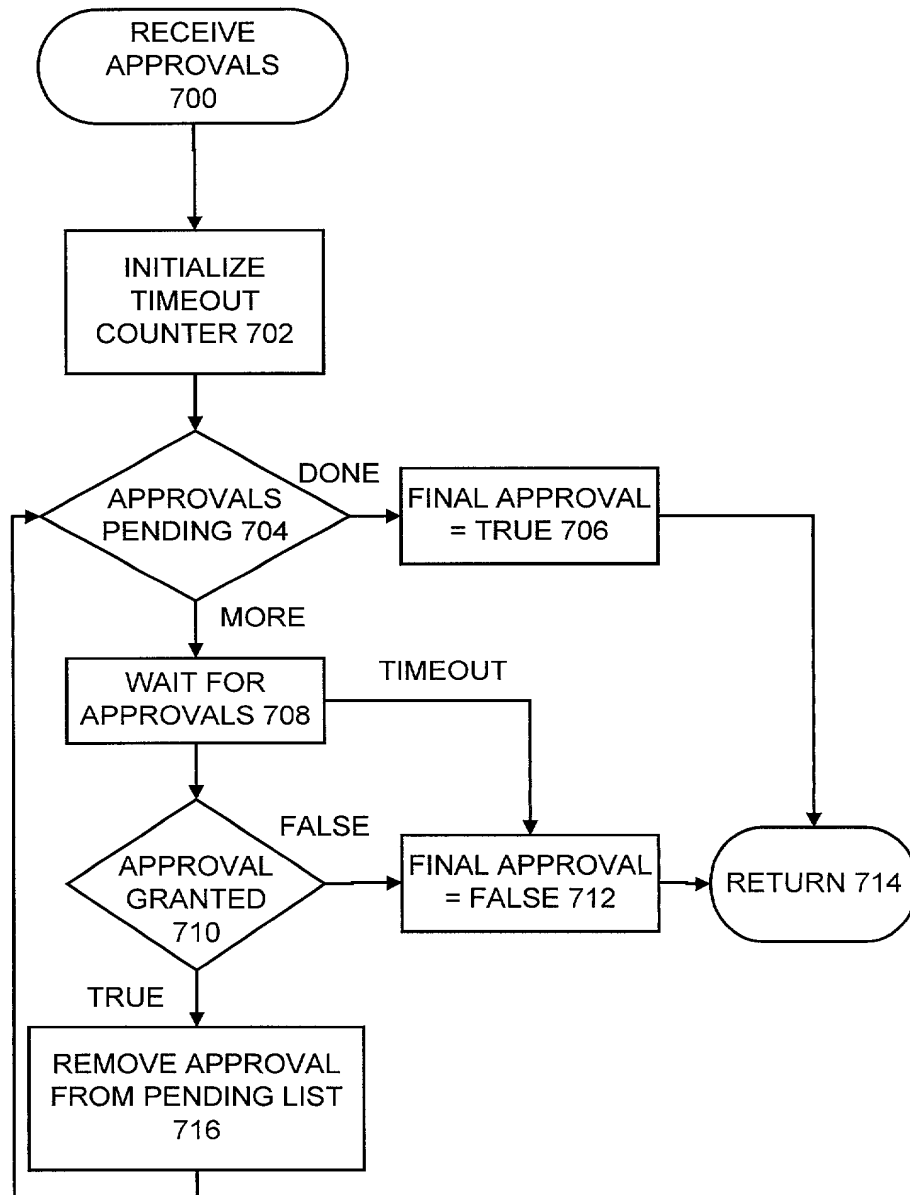
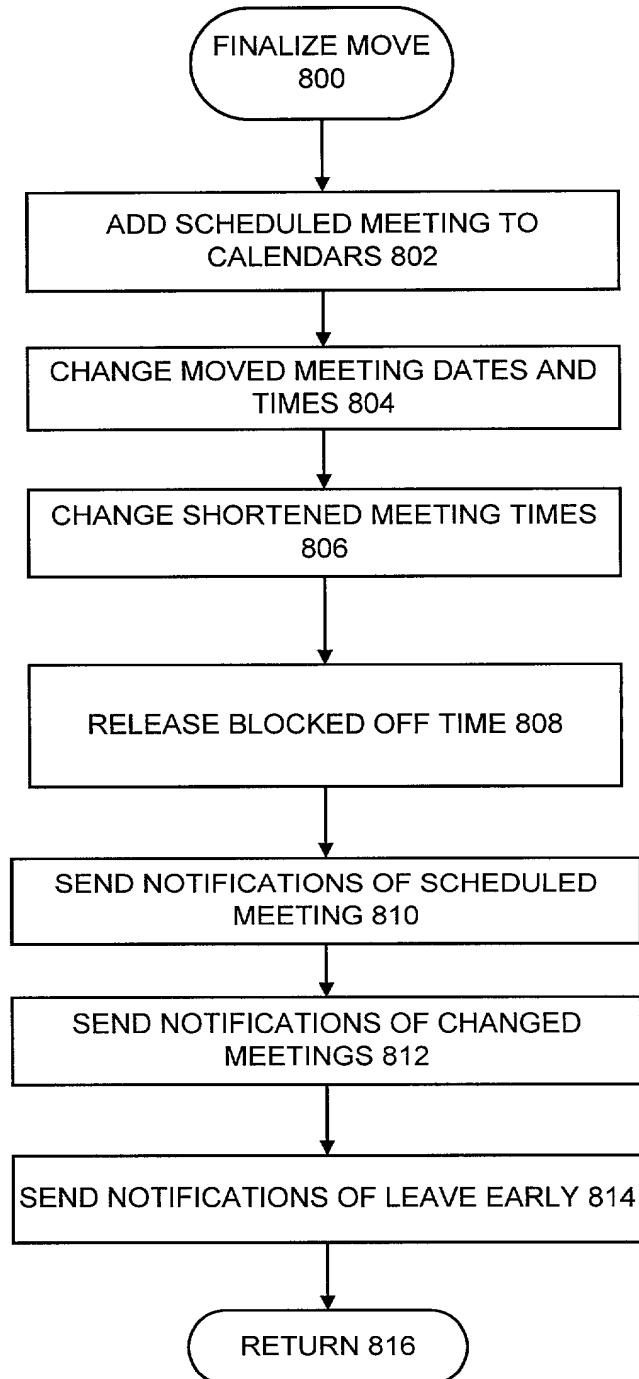
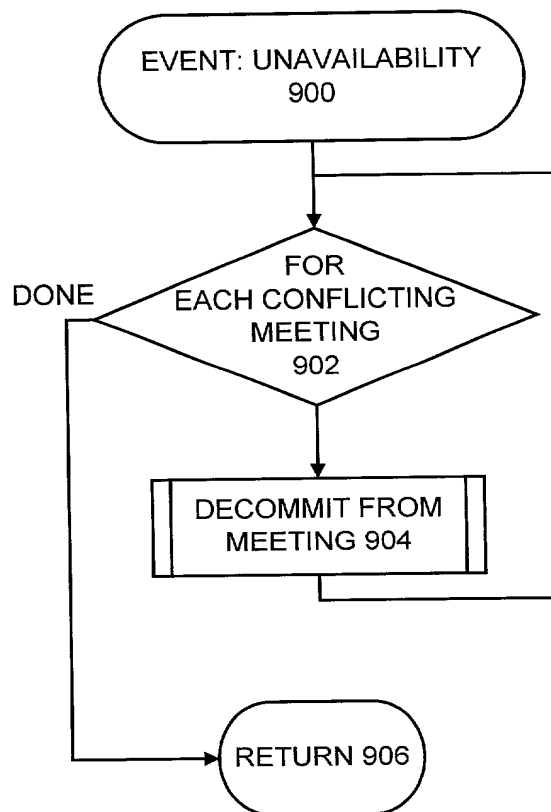
FIG. 6

FIG. 7

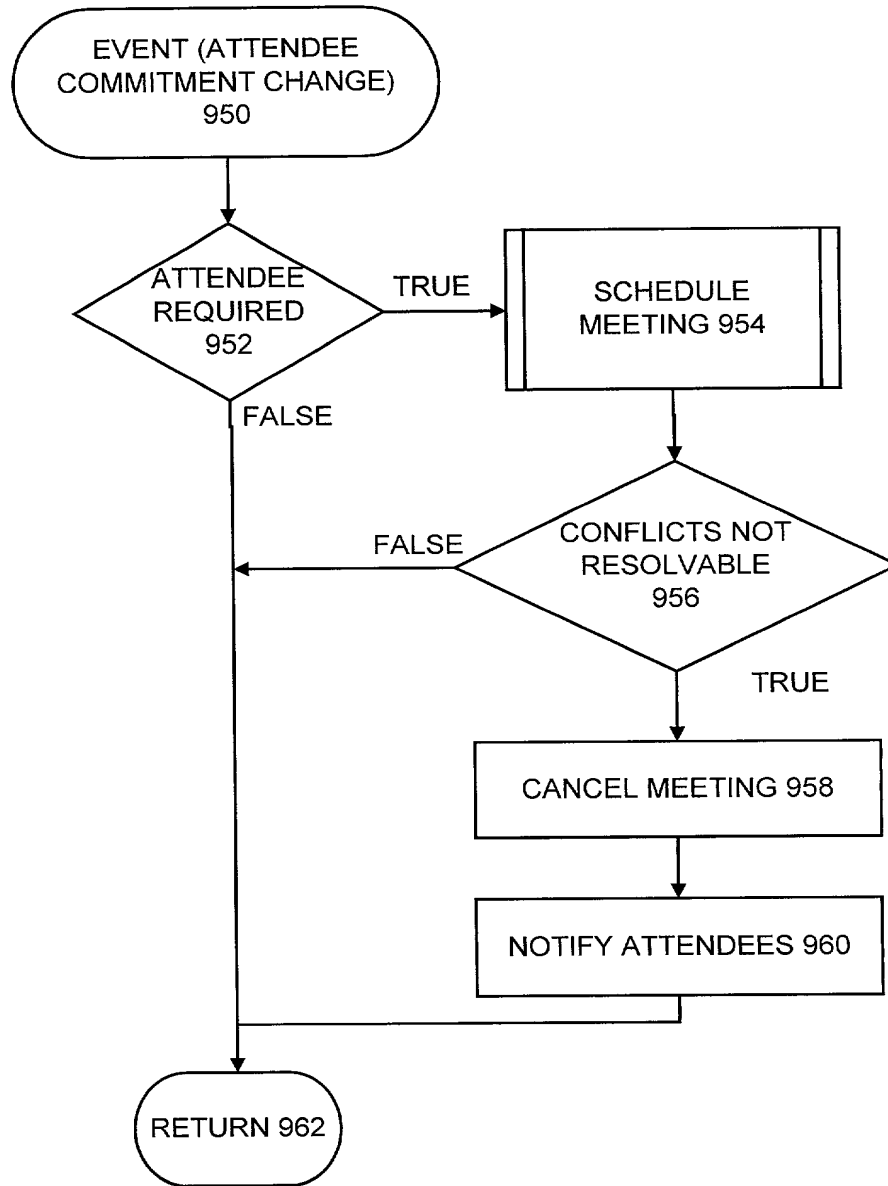
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FIG. 8

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FIG. 9A

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FIG. 9B

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FIG. 10**MEETING AUTOMATION PROPERTIES 1000**

MOVE PREMIUM

10	▲
	▼

COMPLETION DEADLINE

DECEMBER 31, 2001

- ☒ MEETING OWNER'S APPROVAL REQUIRED TO MOVE MEETING
- ☐ ALL REQUIRED ATTENDEES' APPROVAL REQUIRED TO MOVE MEETING
- ☐ REQUIRED APPROVALS TO MOVE MEETING

SUSAN MANAGER
JOHN R. OWNER
JEFF S. GURU

▲
▼

ADD

DELETE

- ☐ SHORTEN MEETING WITHOUT APPROVAL BY
- | | |
|----|---|
| 10 | ▲ |
| | ▼ |

 PERCENT
- ☒ MEETING OWNER'S APPROVAL REQUIRED TO SHORTEN MEETING
- ☐ ALL REQUIRED ATTENDEES' APPROVAL REQUIRED TO SHORTEN
- ☐ REQUIRED APPROVALS TO SHORTEN MEETING

SUSAN MANAGER

▲
▼

ADD

DELETE

SHORTEN PREMIUM

10	▲
	▼

FOR UP TO

5	▲
	▼

PERCENT OF TIME

SHORTEN PREMIUM

20	▲
	▼

FOR UP TO

15	▲
	▼

PERCENT OF TIME

SHORTEN PREMIUM

50	▲
	▼

FOR UP TO

50	▲
	▼

PERCENT OF TIME

LEAVE PREMIUM

20	▲
	▼

☒ ATTENDEES MAY LEAVE UP TO

10	▲
	▼

 MINUTES EARLY, IF NEEDED

☒ NOTIFY MEETING OWNER VIA E-MAIL

☐ ATTENDEES MUST RECEIVE MEETING OWNERS APPROVAL IF LEAVING EARLY

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FIG. 11

MEETING ATTENDEE AUTOMATION PROPERTIES 1100

ROLE IN MEETING:

OWNER	V
PRESENTER	
OBSERVER	
COLLABORATOR	

COMMITMENT

- ☐ WILL NOT ATTEND
☐ ATTEND IF AVAILABLE - DO NOT HOLD TIME
☐ ATTEND IF AVAILABLE - HOLD TIME
☒ WILL ATTEND

AUTOMATED MOVE APPROVAL

- ☐ APPROVAL NOT NEEDED
☒ APPROVAL GRANTED IF
 48 $\frac{\Delta}{V}$ HOURS NOTICE PROVIDED
☐ EXPLICIT APPROVAL IS REQUIRED
☒ SEND MESSAGE TO MY PAGER IF LESS THAN 8 $\frac{\Delta}{V}$ HOURS FROM CHANGE

AUTOMATED LEAVE APPROVAL

- ☐ APPROVAL NOT NEEDED
☐ APPROVAL GRANTED FOR UP TO 5 $\frac{\Delta}{V}$ MINUTES
☒ APPROVAL GRANTED FOR LESS THAN "WILL ATTEND" COMMITMENT UP TO 10 $\frac{\Delta}{V}$ MINUTES
☐ EXPLICIT APPROVAL IS REQUIRED

AUTOMATED SHORTEN APPROVAL

- ☒ APPROVAL NOT NEEDED
☐ APPROVAL GRANTED FOR UP TO 10 $\frac{\Delta}{V}$ PERCENT OF MEETING TIME
☐ EXPLICIT APPROVAL IS REQUIRED

FIG. 12

